



Applied Business Technology Office Management Diploma Personal Learning Plan 2010/2011

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Student Name: _____
Student #: _____
Phone (1): _____
Email (1): _____

- Goals:** **Employment** _____ **Full Time (3+ courses)**
 Further Education*** _____ **Co-op Student**
 Interested in Co-op (COOP WEP)
 Returning

Program Admission Requirements: A Camosun College certificate in: Office Administration, Legal Office Assistant, or Medical Office Assistant with a GPA of 3.0 ("C+") or higher or assessment by the Dean of the School of Business; **AND** a grade of "C" or higher in Principles of Math 11 or Pre-calculus 11, or Foundations of Math 11, or Applications of Math 12, or C+ or higher in MATH 072 or assessment; **AND** ACCT 110.

Course #	Course Title	Prerequisite**	Fall	Winter	Grade
Semester Three <i>(Suggested order depending on course availability)</i>					
ACCT 207	Managerial Accounting	ACCT 110 or ACCT 130			
BUS 150	Introduction to Management	Engl 12			
BUS 276	Business Law	Engl 12			
ECON 102*	The Canadian Economy	Engl 12			
MARK 110	Introduction to Marketing	Engl 12			
Semester Four <i>(Suggested order depending on course availability)</i>					
BUS 210	HR Management Foundations	BUS 110 or BUS 150 or PADM 112 or SPEX 150			
BUS 214	Leadership Skills	BUS 110 or BUS 150 or PADM 112			
BUS 220	Organizational Behaviour	BUS 110 or BUS 150 or PADM 112			
Any two of the following electives:					
ABT 281	Accounting Software Tools	ABT 184 or ACCT 110 and ABT 170 or BUS 140			
ABT 294	Website Design and Maintenance	Engl 12 and ABT 170 or BUS 140			
BUS 215	Agreement Seeking at Work	Engl 12			
BUS 281	Negotiations and Contracts	BUS 150			
PADM 260	Managing Multi Party Decisions	PADM 112 or BUS 150			
Co-op Work Experience (optional)					
BUS 101	Co-op Work Experience (Spring/Summer)				

* ECON 103 or ECON 104 may be substituted.

** A "D" grade is the minimum level of achievement for which credit is granted; a course with a "D" grade cannot be used as a prerequisite.

*** Graduates of the Diploma in Office Management program have the option of bridging into Camosun's Advanced Diploma in Human Resource Management, as well as several degree programs, including Camosun's Bachelor of Business Administration - Human Resource Management & Leadership Major. *Please see www.camosun.ca for further details.*

Date of 1 st course: _____
Date of Graduation: _____

For Admin Use Only:
Today's Date: _____
Completed by: _____ (Staff/Chair/Program Leader)

INITIAL ABT STUDENT SURVEY

1. How did you first hear about this program?

Word of mouth

Radio

Newspaper

Camosun Continuing
Education calendar

Internet search

Other (Please explain below)

2. Do you have anything else to suggest for us to improve our marketing and accessibility of these programs?
